



Manager's Report

for Council Meeting of November 22, 2005

FINANCE

Listed below are new businesses licensed during this period:

Business Name

Gifted Gift Baskets

Greenberry's Coffee & Tea Co.

M.J. Parfum

HUMAN RESOURCES

New hires and terminations for the period of October 16 to November 11, 2005

New Hires

None

Position

Department

Promotions

Liela Hough

Position

Administrative Associate II

Department

Human Resources

Separations

Harpreet Arshi

Jason Ziemann

Cheryl Cruz

Twila Dew

Administrative Associate I

Heavy Equipment Operator

Staff Accountant

Executive Office Associate I

Human Resources

Utility Lines Division

Finance

Executive

PLANNING, ZONING & DEVELOPMENT**PLANNING DIVISION**

DIVISION OF CURRENT PLANNING PLAN REVIEW ACTIVITY			
PLANS REVIEWED DURING THE PERIOD OF: NOVEMBER 1, 2005 – NOVEMBER 14, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Leesburg Central (100 block of Harrison Street) TLPF-2004-0015	Preliminary/Final Development Plan	4 th	Proposal to construct 22,297 square feet of office use and related infrastructure.
Fort Evans Plaza II, Fort Evans Road - Public Improvements (400-500 block of Fort Evans Rd) TLPF-2005-0011	Preliminary/Final Development Plan	1 st	Proposal to construct certain public road frontage improvements including road widening along a section of Fort Evans Road associated with a proposal to develop an adjoining site for retail/office use.
Cornwall Medical Office Building (224 Cornwall Street) TLPF-2005-0012	Preliminary/Final Development Plan	1 st	Proposal to construct a 3-story 100,000 square foot medical office addition onto the existing Loudoun Memorial Hospital complex.
Norris House (Healey/Kincade) (North King Street) TLBA-2005-0009	Boundary Line Adjustment Plat	1 st	
Oaklawn LLC, Toll Road Investors (Oaklawn, Lots 4 & 5) TLBA-2005-0007	Boundary Line Adjustment Plat	1 st	

PLANS ACCEPTED FOR REVIEW DURING THE PERIOD OF: NOVEMBER 1, 2005 – NOVEMBER 14, 2005			
Project Name (Address/Location)	Project Type	Submission Number	Proposal Description
Fort Evans Road Sidewalk & Drainage Improvements (From the intersection with East Market Street to the cul-de-sac at the Bypass)	Capital Improvement Plan	5 th	Proposal to construct road and related utility improvements associated with Fort Evans Rd.
Leesburg Commerce Center (161-163 Fort Evan Road) TLPF-2005-0006	Preliminary/Final Development Plan	2 nd	Proposal to construct 91,816 square feet of office and retail uses in two 3-story buildings on 5.4 acres.
International Pavilion/TOL Carr Tank Parcel (550 Fort Evans Road) TLBA-2005-0006	Boundary Line Adjustment Plat	2 nd	Proposal to adjust boundary lines between the Town Carr Tank water tower parcel and International Pavilion property.
Banyan Cove (900 block of Edwards Ferry Road) TLPF-2005-0002	Preliminary/Final Development Plan	3 rd	Proposal to construct 15 multifamily condominium (townhouse style) units.
Potomac Crossing, Church of Latter- Day-Saints TLES-2004-0014	Easement Plat	2 nd	

ZONING DIVISION**Zoning Permits Issued Residential**

None

Zoning Permits Issued Commercial

None

Occupancy Permits Issued Residential

2 SFD – Rosebrook
4 SFA – Potomac Crossing
1 SFD – Stowers
2 SFA – Potomac Station

Occupancy Permits Issued Commercial

751 Miller Dr SE #I-2 – fit up - Richlynn
751 Miller Dr SE #B-1 – fit up – Richlynn
703-J East Market St.-fit up – Prosperity Center/Greenberry's Coffee & Tea Co.

SPECIAL EXCEPTIONS: 9 ACTIVE, 5 APPROVED

1. TLSE-2004-0002 Leesburg Plaza West: Located on north side of East Market Street behind the Long & Foster building. The applicant seeks special exception approval to permit a 3,663 square foot bank with three drive-thru lanes on a proposed 54,000 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
2. TLSE-2004-0003 Leesburg Plaza East: Located at the northwest quadrant of the intersection of Plaza Street and Market Street (in front of the Office Depot store). The applicant seeks special exception approval to permit a 3,244 square foot bank with two drive-thru lanes on a proposed 34,590 square foot pad site. The plans were accepted for review on February 18, 2004. The applicant has requested that staff delay review until further notice.
3. TLSE-2004-0018 Gatehouse Networks/Edwards Landing: Located along Woods Edge Drive, N.E. at the intersection of Chickasaw Place. The applicant, Gatehouse Networks, requests permission to build a 448 square foot equipment building with three satellite dishes on HOA property. The plans were accepted for review on September 20, 2004. The Planning Commission public hearing was held on April 21, 2005. This application has been placed on hold pending determination of whether the current owner agrees to permit the application to continue.
4. TLSE-2004-0019 Village at Leesburg – Residential Land Bay “A”: Located on the south side of Route 7, east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build 85 apartment units in the B-4 Zoning District. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The Town Council public hearing was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.
5. TLSE-2004-0020 Village at Leesburg – Parking Garage #1 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 105,000 square foot parking garage in the B-4 Zoning District. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The Town Council public hearing was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.

6. TLSE-2004-0021 Village at Leesburg – Parking Garage #2 in Land Bay “A”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant KSI Services, Inc., requests permission to build a 70,000 square foot parking garage in the B-4 Zoning District. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The Town Council public hearing was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.
7. TLSE-2004-0022 Village at Leesburg – Parking Garage #3 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 49,000 square foot parking garage in the PRC Zoning District. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The Town Council public hearing was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.
8. TLSE-2004-0023 Village at Leesburg – Parking Garage #4 in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 72,000 square foot parking garage in the PRC Zoning District. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The Town Council public hearing was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.
9. TLSE-2004-0024 Village at Leesburg – Bank with Drive-Thru in Land Bay “C”: Located on the south side of Route 7 east of Cochran Mill Road. The applicant, KSI Services, Inc., requests permission to build a 5,000 square foot bank with 5 drive-thru lanes and an ATM in the PRC Zoning District. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). The Town Council public hearing was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.
10. TLSE-2005-0002 B&M Motor Cars. Located in the Leesburg Park Shopping Center, the applicant Vasily Mulyar seeks to obtain special exception approval for vehicle sales and rental facility in the B-3 District at 911 Edwards Ferry Road comprised of a 4,152 square foot building with four service bays and an outdoor vehicle sales area. The application was accepted for review on March 15, 2005. A public hearing before the Planning Commission was held on September 22, 2005. At its regular meeting on October 6, 2005 the Planning Commission recommended conditional approval of this application by a vote of 4-2 (1 absent). The Town Council public hearing was held on November 8, 2005 and a vote is expected at Council's November 22, 2005 regular meeting.
11. TLSE-2005-0005 The Good Shepherd Alliance. Located at 37 Sycolin Road SE seeks to obtain special exception approval to convert existing office use to a homeless warming center approximately 1,285 square feet in size. The application was accepted for review on September

8, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.

12. TLSE-2005-0004 Carr Tank #2 Water Storage Tower. Located at the northwest quadrant of the intersection of Fort Evans Road and Battlefield Parkway, the applicant, Town of Leesburg Department of Utilities seeks to obtain special exception approval to construct a 1.5 million gallon elevated water storage tank. The application was accepted for review on July 5, 2005. A public hearing before the Planning Commission was held on October 20, 2005, at which time the Commission voted 5-0 (2 absent) to recommend conditional approval of the application to Council. The Town Council public hearing is scheduled for November 22, 2005.

13. TLSE-2005-0006 Commerce Bank Drive-thru. Located in the Leesburg Plaza Shopping Center at the northwest corner of E. Market Street and Plaza Street, the applicant, Commerce Bank N.A. seeks to obtain special exception approval to construct a 4,100 square foot bank with a drive-thru. The application was accepted for review on September 21, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to the applicant. Staff is awaiting a revised submission.

14. TLSE-2005-0007 Loudoun Country Day School Located at 237 Fairview Street, the applicant, Loudoun Country Day School seeks to obtain special exception approval to make permanent two classroom buildings that were approved under #SE 2001-02. The application was accepted for review on September 20, 2005. First submittal referral comments were due October 21, 2005 and have been forwarded to applicant. Staff is awaiting a revised submission.

REZONINGS: 3 ACTIVE, 1 APPROVED, 1 WITHDRAWN, 1 PENDING

1. TLZM-2003-0005 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to rezone approximately 51.5 acres from R-6, B-2 and B-3 to PRN to permit 196 residential units. The plans were accepted for review on November 21, 2003. This application was officially withdrawn in writing by the owner/applicant on November 3, 2005.

2. TLZM-2004-0005 Village at Leesburg: Located on the south side of Route 7 east of Cochran Mill Road (old Leesburg Commons property). The applicant, KSI services, Inc., seeks to rezone 158.45 acres from the I-1 District to B-4 (89.51 acres) and PRC (60.60 acres) to permit 635 residential dwelling units and 1,010,400 square feet of nonresidential uses on the property. The plans were accepted for review on July 28, 2004. The Planning Commission public hearing was held on May 19, 2005. At its regular meeting on June 2, 2005 the Planning Commission recommended denial of this application by a vote of 6-0 (1 absent). A public hearing before the Town Council was held on October 25, 2005 and Council approved the application by a 4-3 vote at its regular meeting on November 8, 2005.

3. TLZM-2005-0001 Harrison Park: Located at the northeast quadrant of the intersection of Catoctin Circle and Harrison Street, the property is approximately 11.65 acres in size. The applicant, Mitchell and Best Homes, proposes a mixed use community containing 352 Multi-Family units with 90 units in a two-over-two configuration to resemble townhouses, the remaining units to be located above office and retail uses, 74,890 square feet of which are proposed. A Planning Commission public hearing was held on November 3, 2005. Additional discussion and a potential vote on this application will be entertained at the Commission's next regular meeting on November 17, 2005.

4. TLZM-2005-0002 Oaklawn at Stratford: Request to modify TLZM-1990-0116 concept plan and proffers to revise the transportation improvements schedule and provide for flexible uses per land bay. The application was submitted for acceptance review and was denied due to incompleteness of application. The applicant is working with staff on a resubmission.
5. TLZM-2005-0003 H-1 Overlay District Expansion: Located adjacent to the H-1 Overlay District south of the W&OD Trail and east of Harrison Street. On October 12, 2005 the Town Council initiated an amendment to the Official Zoning Map to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council.
6. TLZM-2005-0004 Loudoun Sport and Health Club: Located at 131 Fort Evans Road between that road and the Leesburg Bypass. The applicant S&H Loudoun, L.C. seeks to rezone 1.92 acres from the R-6 to the B-2 Zoning District to permit expansion of the commercial racquet club use. The plans were officially accepted for review on October 17, 2005.

TOWN PLAN AMENDMENTS: 1 WITHDRAWN

1. TLTA-2003-0001 Waterside at Leesburg: Located north of the terminus of the Dulles Greenway and east of Izaak Walton Park. The applicant, Waterside at Leesburg, LC, c/o ESDC, Inc., seeks to amend the Transportation Element of the 1997 Town Plan to eliminate the extension of the Dulles Greenway from its interchange with the Route 15 Bypass to Catoctin Circle. The amendment was accepted for processing on November 21, 2003. An indefinite extension of the twelve-month review deadline was granted by the applicant and accepted by the Planning Commission on October 26, 2004. This application was officially withdrawn in writing by the owner/applicant on November 3, 2005.

ZONING ORDINANCE AMENDMENTS:

ZOAM-2005-0002 Expansion of H-1 Overlay District: Council initiated amendments to the Zoning Ordinance at the October 12, 2005 to expand the H-1 Overlay District to include approximately 9.5 acres of property known as Harrison Park. A public hearing before the Planning Commission was held on November 3, 2005 and at that meeting the Commission voted 6-0 (1 absent) to recommended approval of this application to Council.

BOARD OF ZONING APPEALS CASES

No cases filed at this time.

BOARD OF ARCHITECTURAL REVIEW CASES

The next scheduled B.A.R meeting is Monday, November 21, 2005 at 7:30 p.m. A total of 14 cases are on the agenda.

WATER & SEWER ADMINISTRATION**During this time frame there were:**

- 10 Public Facility Permits issued totaling \$107,688
- 8 work orders issued for meter sets
- 3 requests for occupancy inspection were issued.

Capital Projects Update

- Five plans, one right-of-way permit were received and reviewed.
- The Carr Tank No. 2 and Rt. 643 Tank Special Exception (SE) applications are in process. Carr Tank SE application was approved by the Planning Commission and is proceeding to Town Council. The SE application for 643 Tank is proceeding through Loudoun County process and is scheduled for public hearing this month.
- The Woodlea Manor Booster Station construction has been completed and the contractor is responding to punch list items. Staff anticipates the station will be operational by the end of the month.
- The water treatment plan prequalification for selection of a contractor for the next expansion has been completed and the contractors have been notified.
- Town and County staff continue to meet for extension of utilities to Philip A. Bolen Park.
- An RFP for design of two elevated tanks was publicized and four proposals have been received and are under review. The consulting firm of Hazen and Sawyer has been awarded the design contract.

UTILITY LINES DIVISION**Routine items include:**

- turn on's and off's
- water meter readings
- complaint investigations
- rodding & cleaning sanitary sewer trouble spots
- marked w/s lines for contractors & citizens
- vehicle & ditch maintenance
- bush hogging

Summary Programs

- New connections to town utility system: 16
- Total number of water leak repairs: 1
- Total number of main line leak repairs: 1
- Total number of sewer line repairs: 1
- Staff responded to 558 requests to locate utilities (Miss Utility).

TOWN OF LEESBURG

Full-time vacancies as of November 11, 2005

Department		Position Title	Date of Vacancy	Ad Placed	Apps Rcvd	Prelim Interview	Final Interview	Offered	Accepted
Airport	1	Director	8/18/05	√	√				
Eng & PW	2	Senior Engineer (Plan Review)	7/14/05	√	√	√	√	√	
	1	Maint. Worker I (Buildings)	7/28/05	√	√	√			
Executive	1	Exec. Associate I	7/8/05	√	√	√	√	√	√
Finance	1	Accounting Assoc. II	10/28/05	Internal Recruitment	√				
Human Resources	1	HR Director	6/30/05	√	√				
Planning & Zoning	1	Planner- Plan Rev.	10/21/05	√					
	1	Sr. Planner	10/21/05	√					
	1	GIS Tech	10/21/05	√					
	1	Transportation Planner	10/21/05	√					
Parks & Rec	1	Front Desk Supervisor	9/23/05	√	√	√	√	√	
Police	5	Police Officer I*	4/7/05	√	√				
	1	Crime Scene Specialist**	7/1/05	√	√	√	√		
Utility Lines	1	Office Associate I	9/9/05	√	√	√	√	√	√
	1	Equipment Operator	10/24/05	√					
	2	Maintenance Worker II	10/24/05	√					
WPCD	1	Utility Plant Opr./ Wastewater or Utility Plant trainee	9/23/05	√	√	√	√	√	
	1	Utility Maintenance Worker II	10/25/05	√					
Total	24								

* Please note there are still two open positions from FY05, plus three additional positions that were approved in the FY06 Budget.

** Position will be filled after January 1, 2006 once the incumbent has retired.

John A. Wells